



TOWN OF GRAFTON
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TOWN OF GRAFTON
GRAFTON, MA

**COMMUNITY PRESERVATION
COMMITTEE**

Meeting Minutes

March 24, 2016

A meeting of the Community Preservation Committee was held on Thursday, March 24, 2016 in Conference Room A of the Grafton Memorial Municipal Center.

Present: Chairman John Stephens, Gina Dalan, Jennifer Thomas, Sargon Hanna and Ann Morgan.

Absent: Clerk Paul Scarlett, Treasurer Ken Holberger, Jim Gallagher and Peter Finn.

- I. Chairman Stephens call the meeting to order at 7:04 p.m. Mr. Stephens noted that Mr. Scarlett and Mr. Gallagher had notified him in advance of the meeting that they would not be able to attend.
- II. Clerk's Report – None. Draft meeting minutes not available.
- III. Treasurer's Report – None submitted.
- IV. Project Updates
 - A. Town House – no report submitted; no discussion.
 - B. Historical Society – Textile and Shoe Conservation – Mr. Stephens noted that David Therrien had submitted the documentation requested by CPC regarding expenditure of non-CPA funding for this project.
 - C. Town Clerk – Historic Records Preservation Project – no report submitted; no discussion.
 - D. Farnumsville Fire House Garage Door – no report submitted; no discussion.
 - E. Super Park – Ms. Thomas updated the Committee on the status of the project. The Super Park Committee had appeared before the Planning Board on March 14th. The project requires a Special Permit and Site Plan Approval from the Planning Board. Town Administrator McNerney presented the application on behalf of the Super Park Committee. The Planning Board requested the submission of additional information with regards to sidewalks and items that may impact abutters such as lighting. She noted that the Town Planner, Joe Laydon, had been working to gather the requested information. The public hearing was continued to March 28, 2016. Ms. Thomas further noted that the Super Park Committee was working on filing grant applications and preparing a public outreach effort to raise additional funding.
- V. New Business

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- A. Election of Vice Chairman – A card expressing the Committee's appreciation for years of service by previous member Joann Duncan was circulated for signature. Ms. Duncan had served as Vice Chairwoman for a number of years. Motion to nominate and appoint Jennifer Thomas as Vice Chairwoman made by Ms. Morgan, seconded by Ms. Dalan. Motion passed unanimously 5-0.
- B. Town Meeting Recommendation for Proposed Projects – the Committee considered and voted upon a total of 13 items for inclusion on the Special Town Meeting and Town Meeting warrants for the May 9, 2016 Annual Town Meeting as follows:
- i. Extend Deadline for Textile & Shoe Conservation Project, Applicant: Grafton Historical Society: Motion to extend the deadline for completion of this project for one year made by Ms. Morgan, seconded by Mr. Hanna. Motion passed unanimously 5-0.
 - ii. Silver Lake Beach Upgrade, Applicant: Town of Grafton Recreation Department: Jennifer Anderson, Recreation Director was present to discuss the additional application material submitted since the February meeting. Ms. Anderson submitted additional application materials based on comments received at the last meeting with specific attention to the potential impacts to wetland / waterfront resources. She noted that she had met with the Conservation Commission who did not identify any "red flag" issues that could potentially cause a problem with moving the improvements forward. A memo from the Conservation Commission was released with their comments. Mr. Stephens asked that Ms. Anderson submit a copy of that memo into the project file.

The overall budget for the project was adjusted to reflect new pricing from the vendor, and increase of approximately \$3,000. Mr. Hanna asked about the total future upgrades to this recreational facility and wanted to know if this project was part of a phased plan. Ms. Anderson reviewed the overall plan for the improvements to the facility and operating procedures and noted that the current project was not part of a long term phased project. Ms. Thomas noted that if this approved at May Town Meeting then the money would be available immediately which would enable the project to move forward in time for the summer season.

Mr. Stephens noted that Ms. Anderson or someone familiar with the project be present and prepared to answer any questions at the Finance Committee hearings on the proposed warrant articles and on Town Meeting floor.

Motion to recommend approval of \$54,820 of CPA funds to Town Meeting for the Silver Lake Beach upgrade made by Ms. Thomas, seconded by Mr. Hanna. Motion passed unanimously 5-0

- iii. Open Space & Recreation Plan Update, Applicant: Town of Grafton Planning Department. Mr. Stephens noted that typically the Town has paid for such studies. However, given that this update would enable to Town to apply for other state funds or grants then expenditure of CPA funds seemed appropriate at this time. He noted that, in the future, the Town will be questioned more thoroughly on the use of CPA funds for planning studies.

Motion to recommend approval of \$54,820 of CPA funds to Town Meeting for an updated Open Space & Recreation Plan made by Mr. Hanna, seconded by Ms. Thomas. Motion passed unanimously 5-0.

- iv. Stone Arch Bridge Project, Applicant: Ray Mead representing Engine Company No. 2 of Grafton, Inc. – It was noted that several documents requested at the last meeting had not been received to date including a revised budget showing contributions / donations in kind, a letter of support from the Historical Commission and documentation from a structural engineer demonstrating that bridge, when refurbished, would support pedestrian traffic. Conservation Agent, Maria Mast, noted that the Conservation Commission had informally reviewed the project with regards to brush removal only. The Commission is in support of the concept but this preliminary support does not preclude permitting if necessary. Mr. Hanna stated that all the requested documentation was necessary in the public interest and to follow standard operating procedures of the Committee. Ms. Morgan noted that CPA funds had been expended on this project in the past and that it was possible that Town Meeting voters may want a better understanding of the funding mechanism for this new and slightly revised project. All members present noted that they are very supportive of the proposed project but that the missing information was vital to the advancement of the project.

Motion to not recommend approval of \$221,700 of CPA funds to Town Meeting for the for the Stone Arch Bridge project made by Mr. Hanna, seconded by Ms. Morgan. Motion passed unanimously 5-0.

- v. One Grafton Common Town House Bond Payment – It was noted that the payment amount is \$75,150. Motion to recommend approval of the bond payment for the One Grafton Common Town House Project to Town Meeting made by Ms. Morgan, seconded by Mr. Hanna. Motion passed unanimously 5-0.
- vi. Pell Farm Bond Payment – It was noted that the payment amount is \$89,025. Motion to recommend approval of the bond payment for the Pell Farm Acquisition Project to Town Meeting made by Mr. Hanna, seconded by Ms. Thomas. Motion passed unanimously 5-0.
- vii. CPC Annual Operating Budget – Ms. Morgan asked what these funds were used for and what happens to any surplus funds at the end of the year. Mr. Stephens noted that the money is used to pay for public notification advertisements and for the annual membership dues for the Community Preservation Coalition. Unexpended funds return to the general CPC fund.
- Motion to recommend approval of the Annual CPC operating budget to Town Meeting made by Ms. Thomas, seconded by Mr. Hanna. Motion passed unanimously 5-0
- viii. Cisco Homestead Restoration Project, Applicant: Nipmuc Nation - Motion to recommend approval of \$25,500 of CPA funds for the Cisco Homestead Restoration Project to Town Meeting made by Mr. Hanna, seconded by Ms. Thomas. Motion passed unanimously 5-0.
- ix. Transfer of Affordable Housing Reserves to the Grafton Affordable Housing Trust; Applicant: Grafton Affordable Housing Trust - Motion to recommend approval of \$49,149 of CPA funds for the transfer of the Affordable Housing Reserves to the Grafton Affordable Housing Trust to Town Meeting made by Ms. Thomas, seconded by Mr. Hanna. Motion passed unanimously 5-0.

- x. Riverwalk Feasibility Study / Fisherville Mill Site, Applicant: Town of Grafton Planning Department - Motion to recommend approval of \$12,500 of CPA funds for a feasibility study

for the development of a Riverwalk on the old Fisherville Mill Site to Town Meeting made by Mr. Hanna, seconded by Ms. Thomas. Motion passed unanimously 5-0.

- xi. Ferry Street Park – Fence Repair / Replacement, Applicant: Town of Grafton Recreation Department – Mr. Stephens noted that this project does not meet CPA guidelines with regards to acceptable expenditure and that the Applicant had been made aware of that fact. Motion to deny the advancement of this application as it does not meet CPA qualifications made by Mr. Hanna, seconded by Ms. Morgan. Motion passed unanimously 5-0.
- xii. Reserve Fund Adjustments – Surcharge Match from the State – It was noted that adjustments to all three reserve funds (Affordable Housing, Open Space & Recreation, Historic Preservation) will require Special Town Meeting action to transfer additional funds into each. Each reserve fund is eligible to receive an additional \$2,814 and each transfer requires Town Meeting approval.

Motion to recommend approval of \$2,814 of CPA funds into each of the following reserve account: Affordable Housing, Open Space & Recreation, Historic Preservation - to Town Meeting made by Mr. Hanna, seconded by Ms. Morgan. Motion passed unanimously 5-0

- xiii. One Grafton Common Accessibility Project – One Year Project Extension – Ms. Thomas noted that this item appears on a draft warrant that was distributed to the Board of Selectmen. Mr. Stephens stated that he had not submitted this draft article and was unclear who did and why it needs to be on there at all given that the funding has already been expended. The Committee debated the proper course of action given the uncertain provenance of the draft warrant article. It was noted that the Committee did not want to hinder to hurt the project by not taking action so close to the last date for submitting warrant articles. Mr. Stephens agreed to further investigate the situation and determine if this warrant article was indeed necessary.

Motion to grant a one year extension for the One Grafton Common Accessibility Project to Town Meeting and allow the Chairman to withdraw the Committee's recommendation if it is so determined to be unnecessary made by Mr. Hanna, seconded by Ms. Thomas. Motion passed unanimously 5-0.

VI. Public Comment – None.

VII. Executive Session – None.

VIII. Adjournment – Motion to adjourn the meeting made by Ms. Morgan, seconded by Mr. Hanna. Motion passed unanimously 5-0. The meeting was adjourned at 8:30 p.m.